Creating Spreadsheet Views

Topic Objectives

After completing this topic, you will be able to:

- Create a spreadsheet view
- Use modeling in spreadsheet views
- Export a view to Excel

Topic Overview

This topic introduces you to the following BRASS topics:

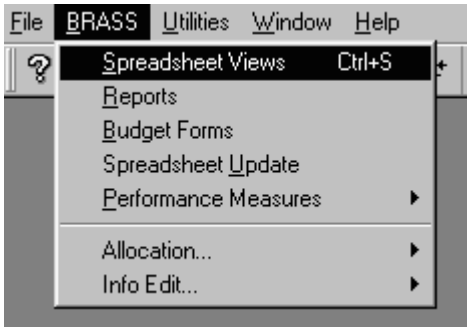
- Standard vs. Report Views
- Lines & Columns in Views
- Appearance of Views
- Exporting Views to Excel
- Spreadsheet View Modeling

Standard vs. Report Views

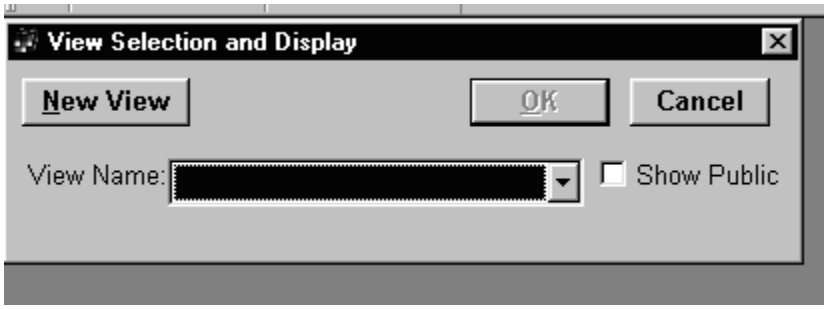
There are two versions of spreadsheet views in the budget preparation system. These are Standard or Regular Views and Report Views. When creating a view, the user can select which spreadsheet display format to use. The data contained in the spreadsheet cells of either of these views is identical; only the display format differs. The two differences between Regular and Report views are:

1. Regular Views display the short column acronyms. Report views display the full three-line heading label.
2. Regular Views display multiple organizations or other tabbed attributes as separate tabbed spreadsheets. Report Views display one spreadsheet with multiple organizations consecutively below each other.

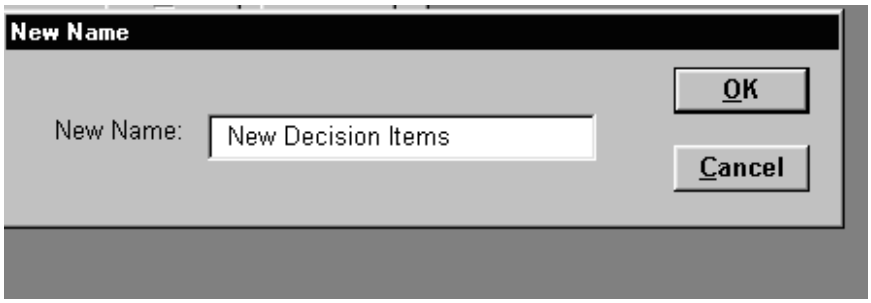
To create a view, choose **Spreadsheet Views** from the BRASS menu.



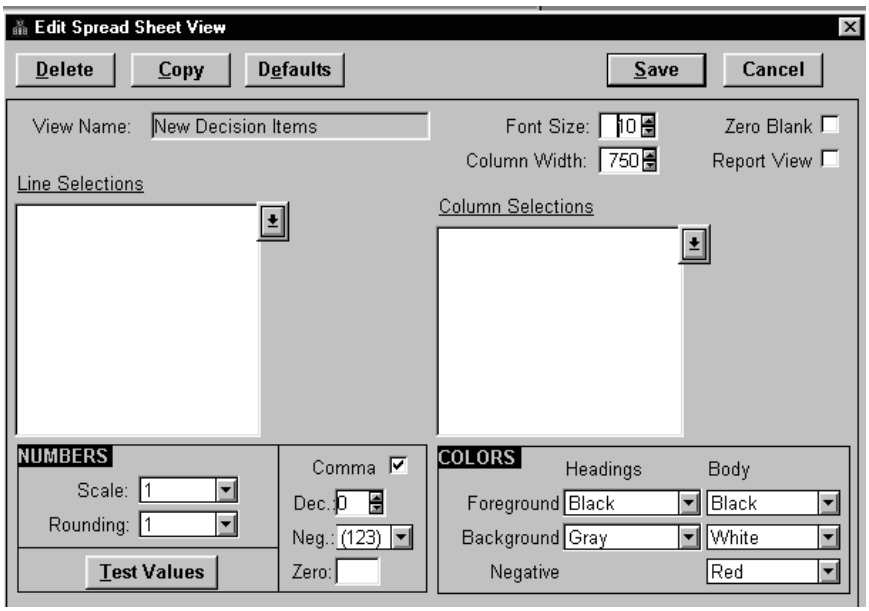
Select **New View** to create your view.



Name your view and select **OK**.

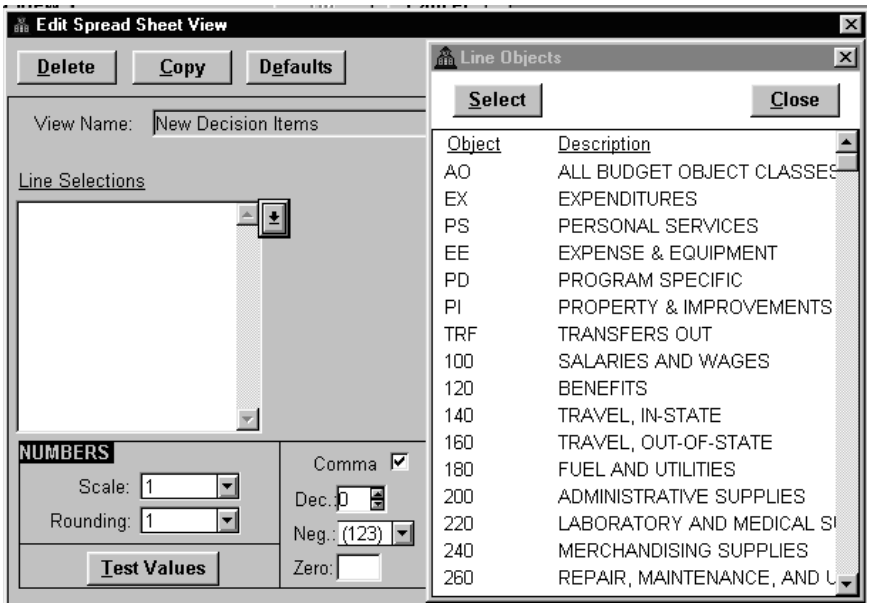


The following screen will be displayed:

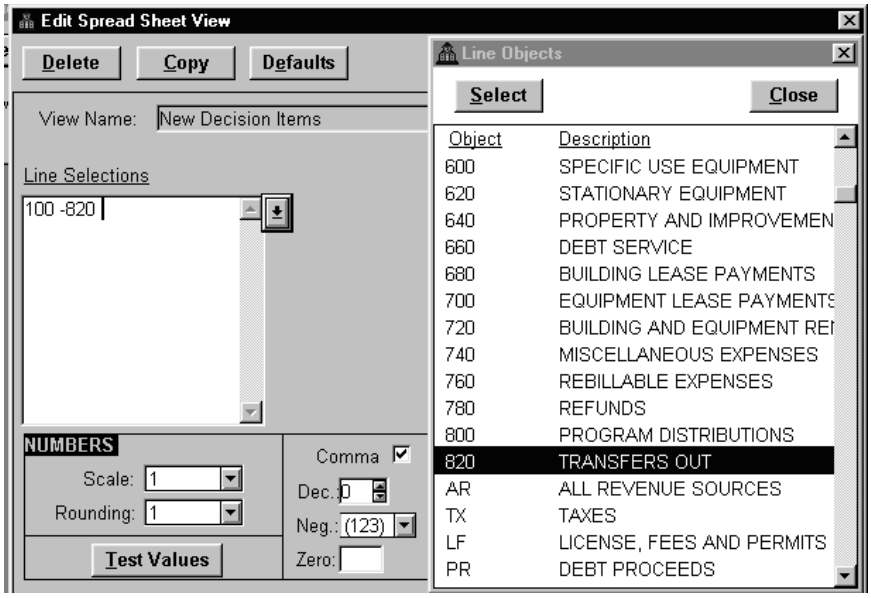


Lines and Columns

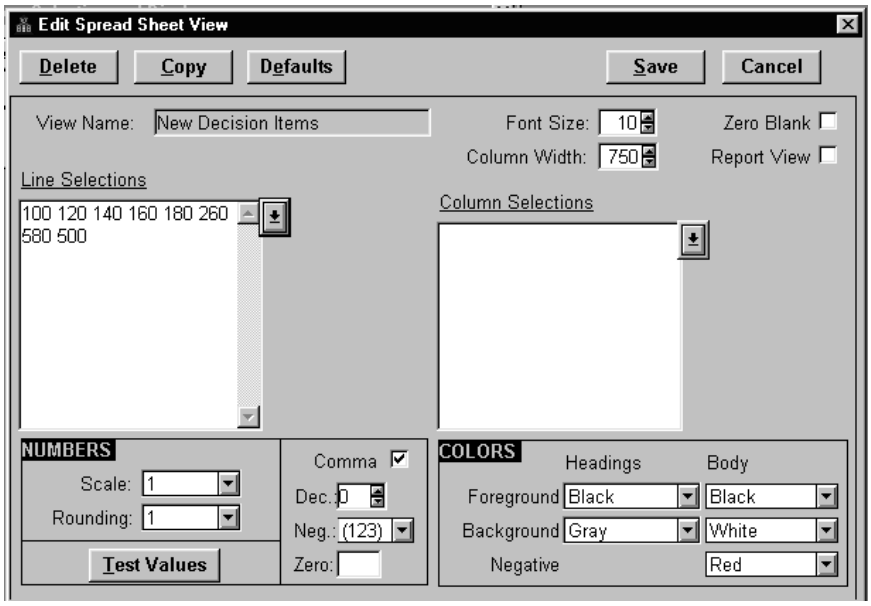
The first step to creating a view is to define the Lines and Columns to be displayed. To select Lines, click the dropdown arrow in the Line Selections box. One line can be selected, multiple lines can be selected, or a range of lines can be selected.



To select one object, highlight the line and choose **Select.** To select a range of lines, select the beginning object followed by a dash (-) and then the ending object. To select multiple objects not in a range, select each object individually. The range includes all objects between the beginning and ending point regardless of whether or not they are in numeric order. Summary objects may also be selected to simulate totals.

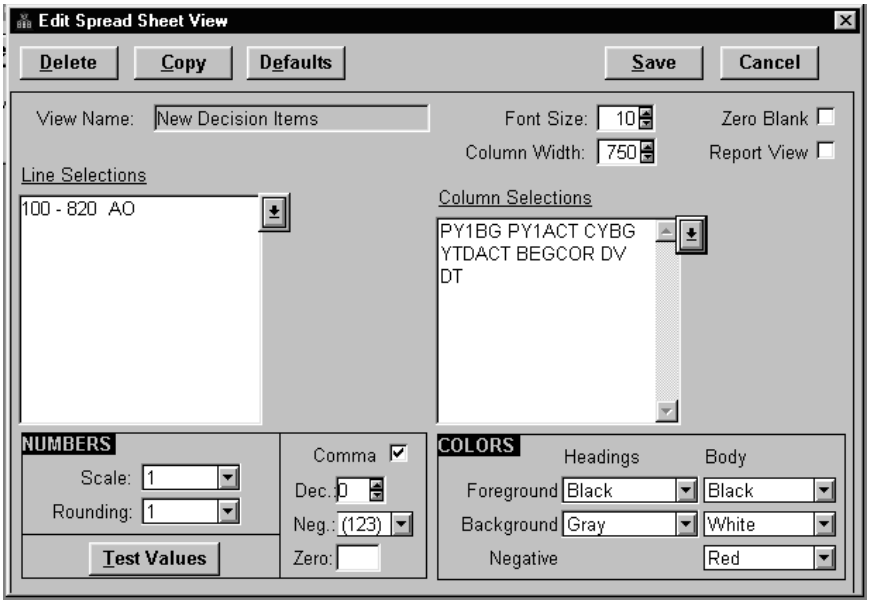


Range of Objects



Multiple Objects

Selecting Columns works identical to selecting Lines. You may select one column, multiple columns, or a range of columns.



Multiple Columns

Appearance of Views

Several items can be modified to change the appearance of your spreadsheet view.

1. **To change the Font Size**: type in a new size or click on the up or down arrows until the desired size is displayed. The default size is 10.

2. **To change the Spreadsheet Column width**: click on Column Width and type in the width you want or click on the up or down arrows until the width you want is displayed. The default width size is 750. This default will accommodate a number up to 99,999,999 with a font size of 10.

3. **To suppress lines that only contain zeros**: click the Zero Blank check box. To include all data lines, do not check.

4. **To display the spreadsheet in Report View**: click the Report View check box.

5. **To add headings to each section of a report view**: include the tabbed attribute name indicator (!!) preceded and followed by a space in the Line Selection. This will clearly distinguish when the data for one section ends and data for another begins.

6. **To insert a blank line**: include a single exclamation point (!) preceded and followed by a space in the Line Select wherever a blank line is to be inserted.

7. **To make this view a Public View**: check the Public View box. This option will only be available to the System Administrator.

8. **To have commas appear in data columns**: single click on the Comma Box.

9. **To adjust the number of decimals displayed in the spreadsheet data columns**: single click on the Dec. Box and type the desired number or click on the Dec. up or down arrows until the required number of decimals is displayed. The default is 0.

10. **To change the way Negative Numbers are displayed**: single click on the Neg. box and then single click from the available choices: (123), -123, or 123-. The default is (123).

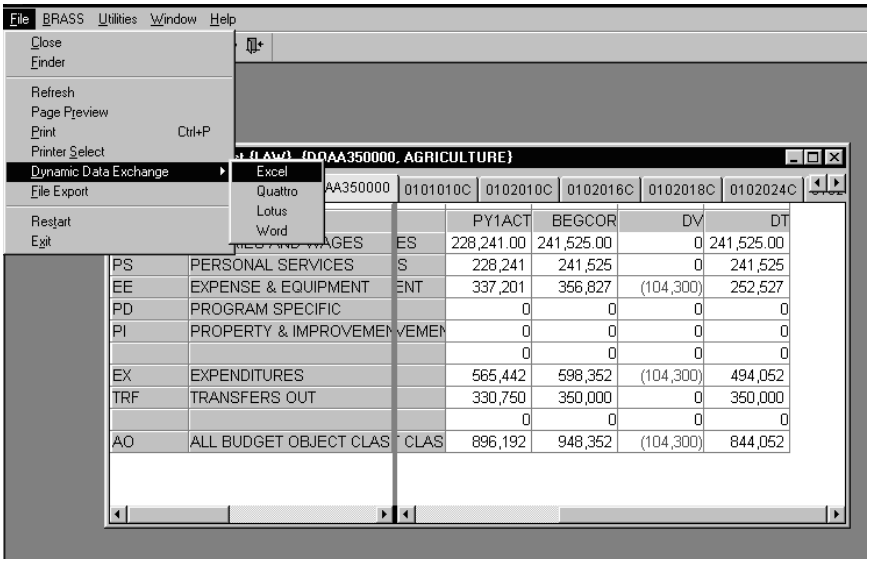
11. **To Scale the values displayed on the spreadsheet**: single click on the Scale box and then single click from the available choices. Scaling will multiply the spreadsheet value by the value selected in the Scale Box. For example, scaling to 0.01 will change 12,345 to 123. The default is no scaling, a value of 1.

12. **To round the values displayed on the spreadsheet**: single click on the Round box and then single click from the available choices. The default is no rounding, a value of 1.

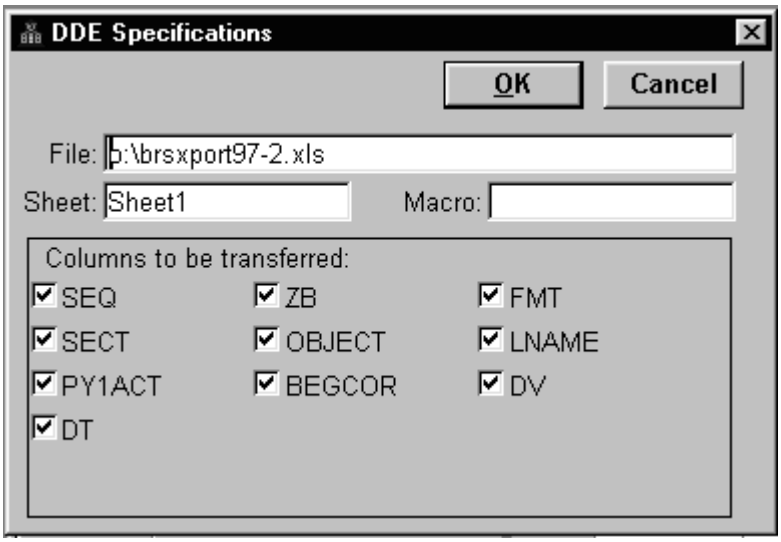
To test the effect of your numeric changes (8 – 12), select **Test Values**.

Export to Excel

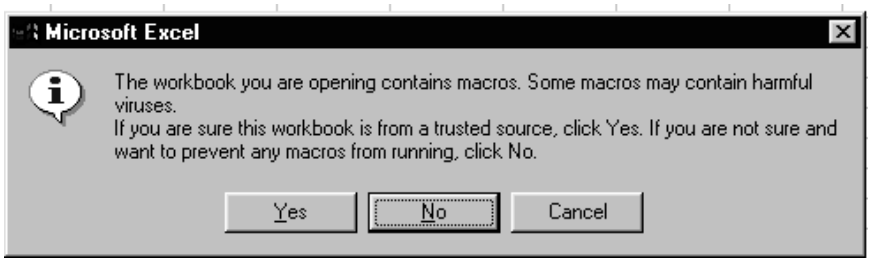
Data from spreadsheet views can be electronically transferred to Excel. The report must be set up in Report View to export the entire report. In Standard Views, only the active tab will be exported. To export a view to Excel, first run the view as described above. With the view still active on your screen, select **File, Dynamic Data Exchange, Excel.** If Excel is run from a network drive, you will need to open Excel first or you will receive an error.



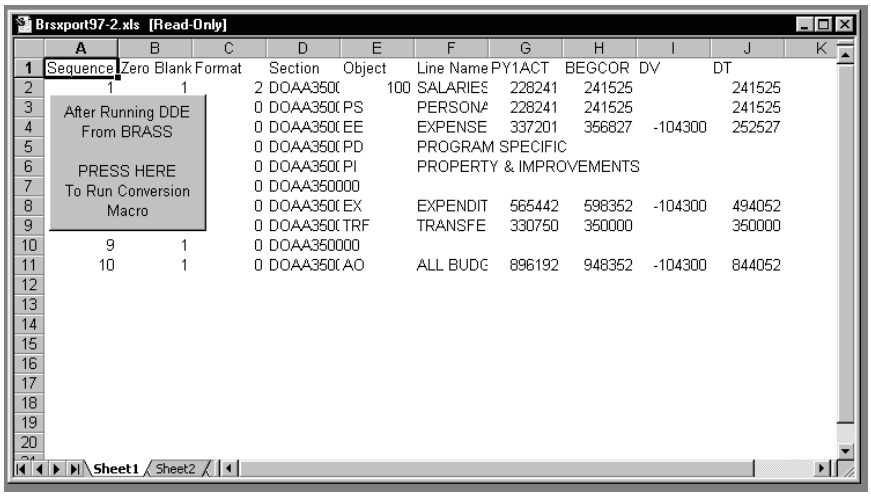
The Excel DDE specifications Screen shown below will display:



An export file has been loaded to the default directory specified in the File section above. You should not change the information in this section. You can choose to include sections in your export by checking or un-checking them. To export, select **OK** from the DDE specification menu.

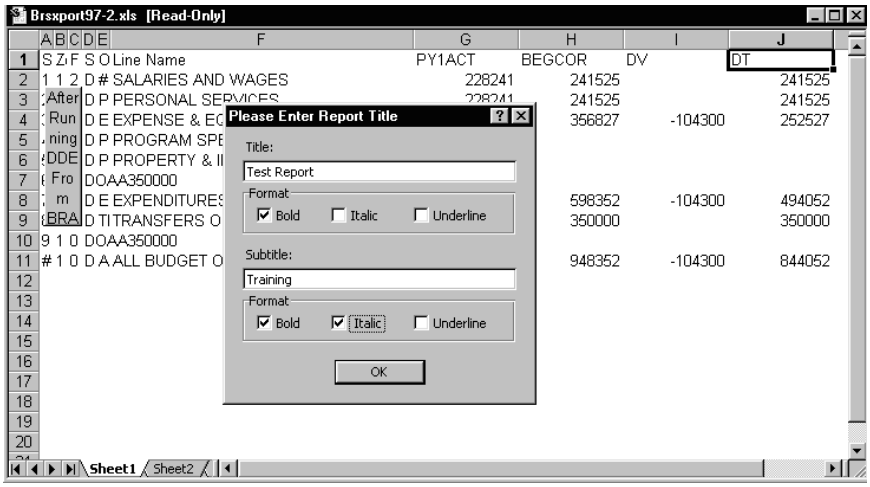


Select **Yes** if you receive the above message.

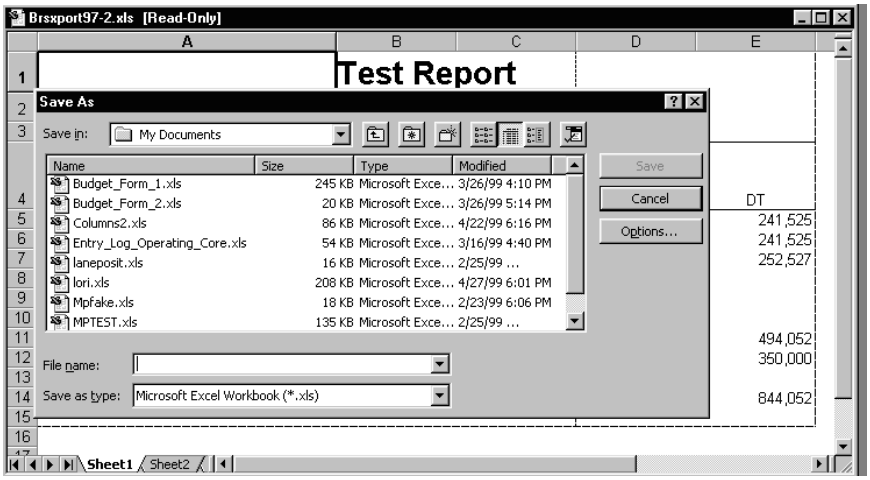


Single Click on the "Big Button" as shown above to execute the macro.

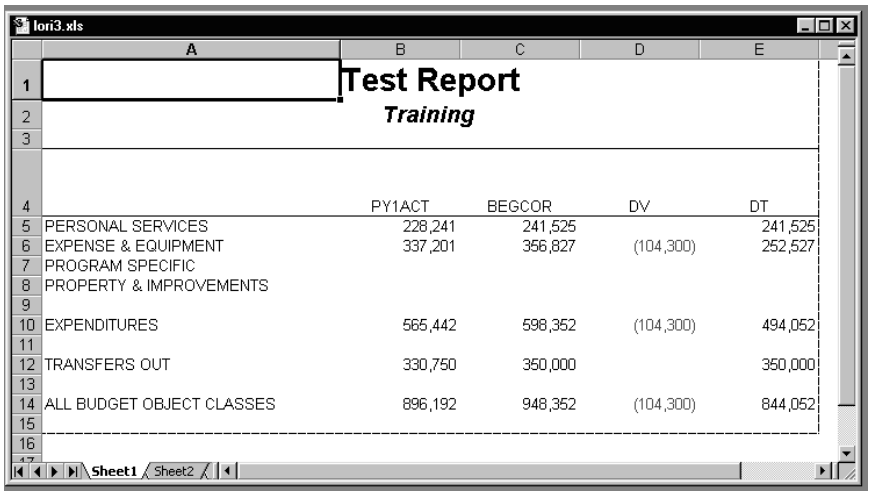
A dialog box will prompt you for a Title, Subtitle and formats. Enter this information and select **OK**.



You will be prompted to save your file.



After saving, you can print your file or use it like any other Excel spreadsheet.



lori3.xls

	A	B	C	D	E
1		**Test Report**			
2		***Training***			
3					
4		PY1ACT	BEGCOR	DV	DT
5	PERSONAL SERVICES	228,241	241,525		241,525
6	EXPENSE & EQUIPMENT	337,201	356,827	(104,300)	252,527
7	PROGRAM SPECIFIC				
8	PROPERTY & IMPROVEMENTS				
9					
10	EXPENDITURES	565,442	598,352	(104,300)	494,052
11					
12	TRANSFERS OUT	330,750	350,000		350,000
13					
14	ALL BUDGET OBJECT CLASSES	896,192	948,352	(104,300)	844,052
15					
16					

Sheet1 Sheet2

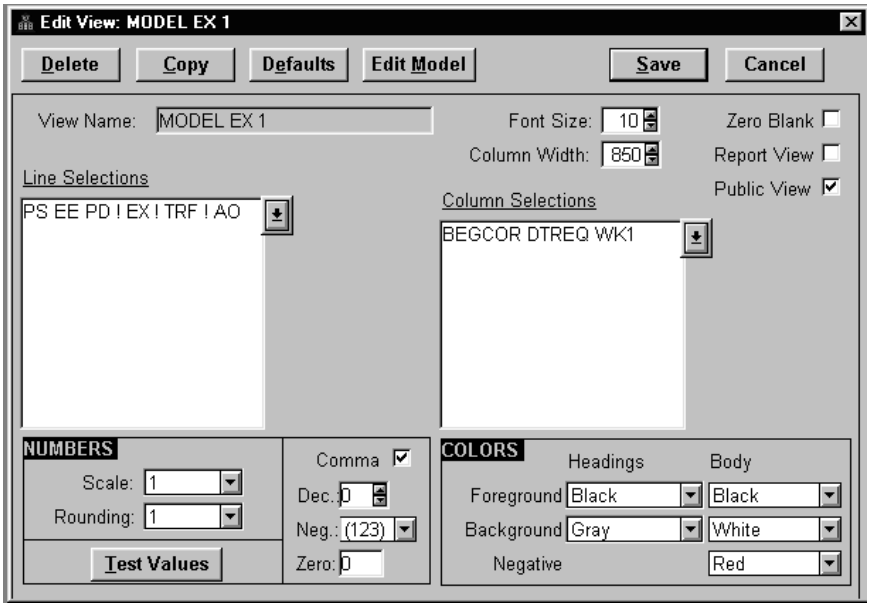
Several commands can be inserted in to the Line Selection of your view to change the appearance of your exported file. The most commonly used are:

- A single exclamation point preceded and followed by a space prints a blank line wherever the **!** is inserted in the listing of lines or ranges of lines.
- A double exclamation point preceded and followed by a space prints the name of the spreadsheet view wherever the **!!** is inserted in the listing of lines or ranges of lines.

Modeling

Spreadsheet views contain a sophisticated modeling language that can be used to analyze the impacts of budget changes, inflation, taxes, workload and service demands, or any internal or external condition that might have an impact on the operations of government.

Models are attached to a specific view and are executed whenever that view is run. To build a new model, single click on **New Model** from the Edit Spreadsheet View screen to bring up the **Edit Model** screen. After an initial model has been created, the **New Model** button is changed to **Edit Model** as shown below:



The Edit Model screen is displayed as shown below:

Models use the lines and columns specified in the Edit Spreadsheet View setup screen. You must include any Columns or Lines needed for the model in your view setup.

The **Insert** and **Delete** buttons can be used to add or remove model lines.

Several columns have been set up to receive results of your model. These columns are WK1, WK2, WK3, and WK4.

The model is entered as follows:

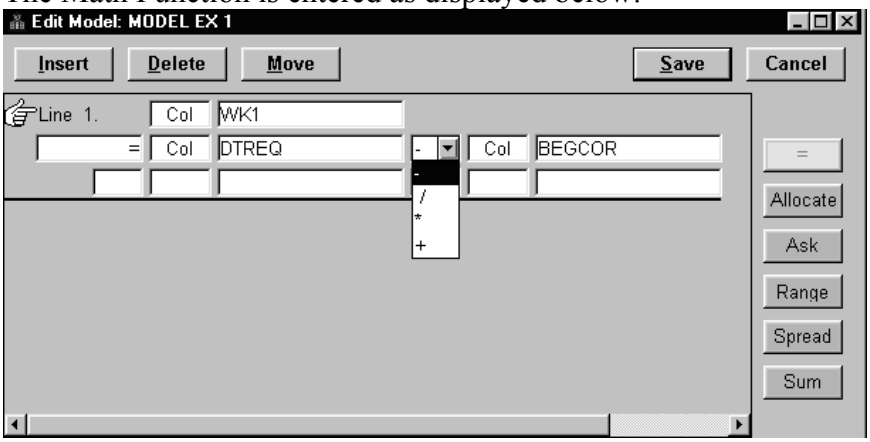
Type	Field				
Command	Type	Field	Function	Type	Field
Example:					
Col	WK1				
=	Col	BEGCOR	*	Value	1.04

Model Example

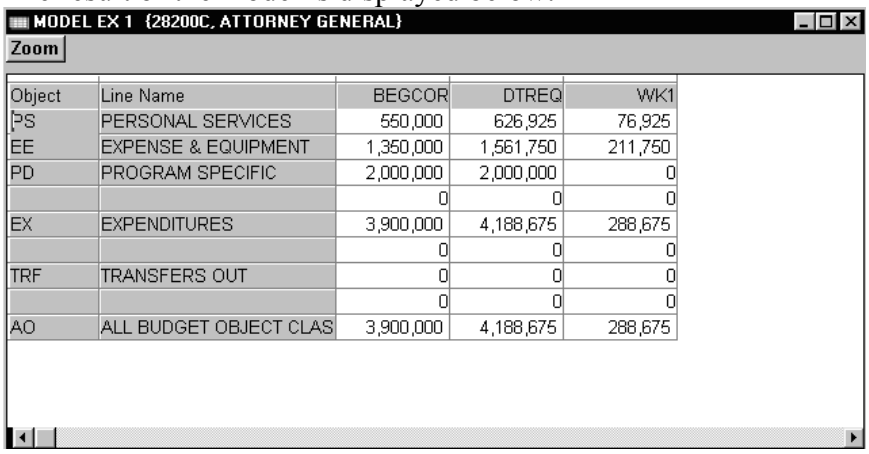
The type is entered as displayed below:

The Command is entered as displayed below:

The Math Function is entered as displayed below:



The result of the model is displayed below:



Object	Line Name	BEGCOR	DTREQ	WK1
PS	PERSONAL SERVICES	550,000	626,925	76,925
EE	EXPENSE & EQUIPMENT	1,350,000	1,561,750	211,750
PD	PROGRAM SPECIFIC	2,000,000	2,000,000	0
		0	0	0
EX	EXPENDITURES	3,900,000	4,188,675	288,675
		0	0	0
TRF	TRANSFERS OUT	0	0	0
		0	0	0
AO	ALL BUDGET OBJECT CLAS	3,900,000	4,188,675	288,675

The available Types are:

- **Cell**
- **Col** (Column)
- **Line**
- **Parm** (Parameter)
- **Value**

The types describe what is included in the field immediately following it (i.e. a line, column, a value, or a parameter).

The available Math Functions are:

- / (divide)
- ***** (multiply)
- + (add)

- **-** (subtract)

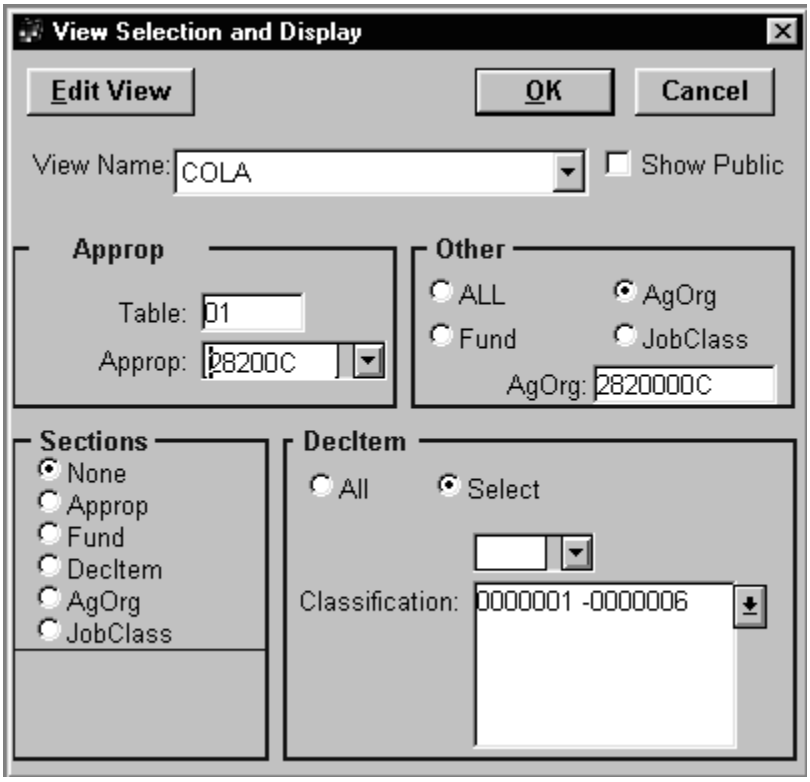
The available Commands are:

- **=**
- **Allocate –** to allocate numbers across columns.
- **Ask** – allows the user to input a value during execution.
- **Range** – used to set a range of columns or lines.
- **Spread –** similar to allocate.
- **Sum** – used to sum a range of lines or columns.
- **Bold**
- **Italic**
- **Width**
- Numerous Colors

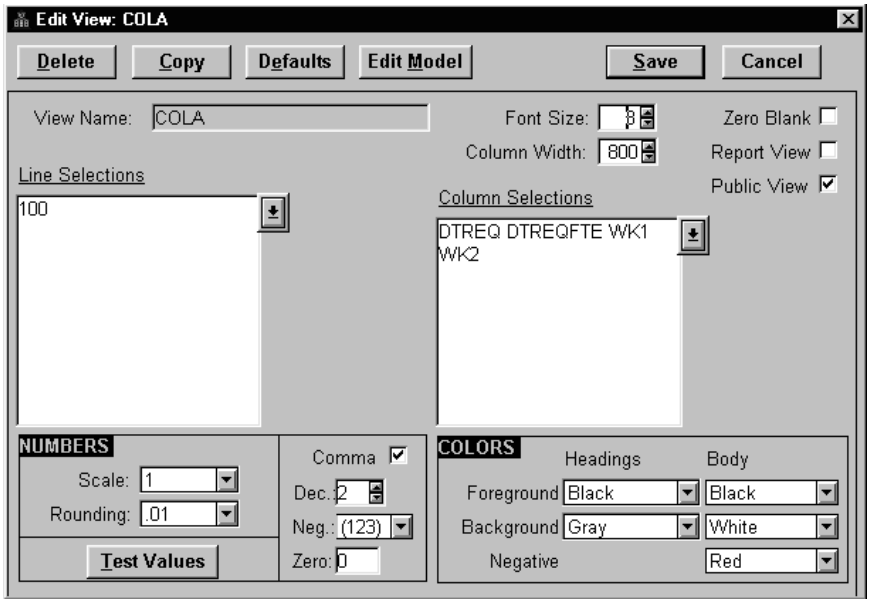
The fields that require line or column objects, cell references, parameters or values are not accessible from pull down menus. These need to be typed in directly. Cell references identify a specific cell and both the line and column must be entered in that order separated by a dash (i.e. 100 - BEGGCOR). Values can be positive or negative numbers. Ranges of lines or columns can be specified. They are separated with a dash and are based on the ranges of lines or objects in the view definition.

Example of COLA Calculation:

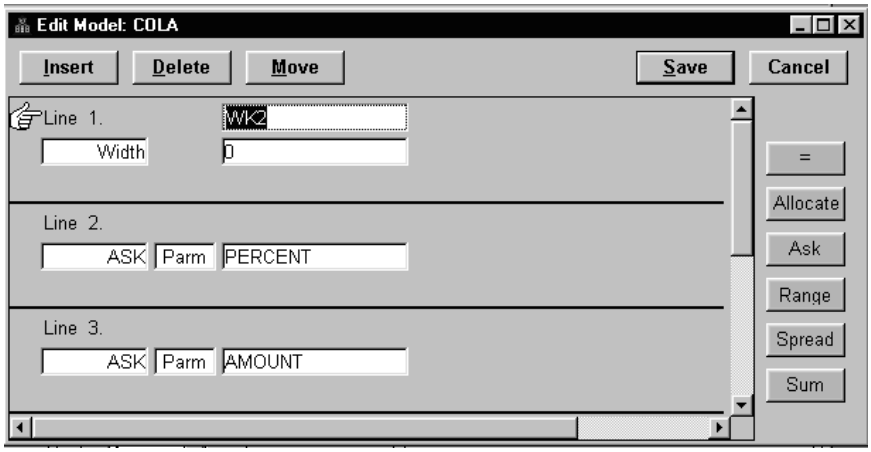
Select Edit View:

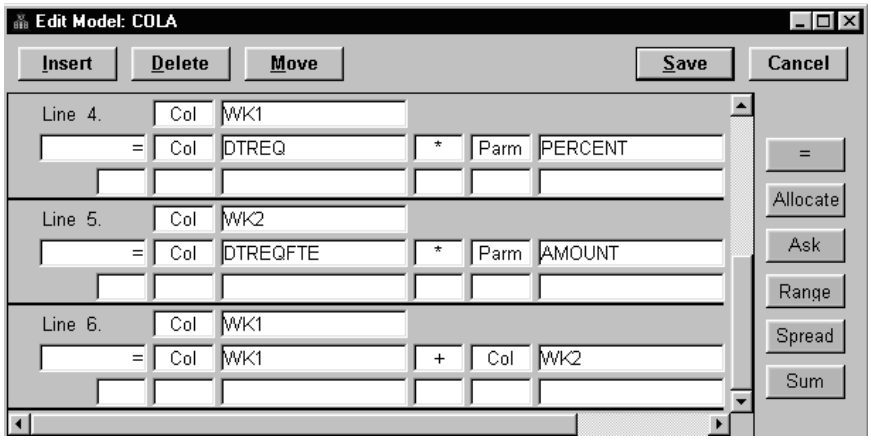


Select New Model or Edit Model:



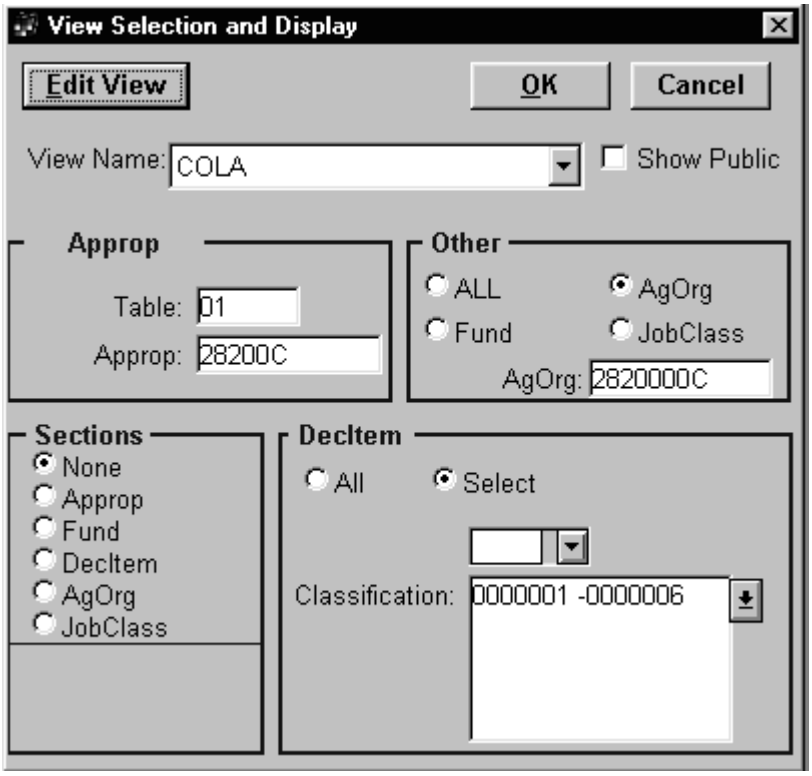
Model Commands:



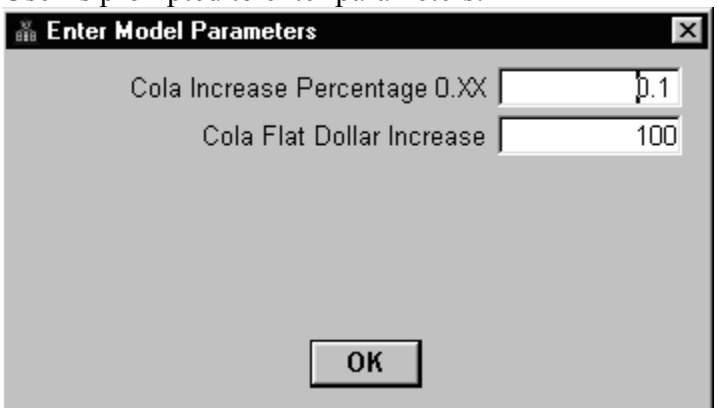


Select Save when all commands are entered.

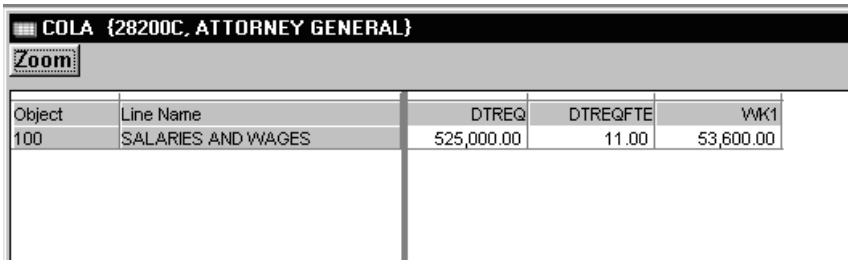
Select OK to run the View:



User is prompted to enter parameters:



Results of View:



Exercise 10: Spreadsheet Views

Scenario:

Create various spreadsheet views based upon the previously covered information.